



## TIPS FOR COMPLETING THE ONLINE APPLICATION

- Please note that the online application is the same for **New and Renewal Applicants**. Only required documents differ.
- Review the Required Document Checklist for [**New/Renewal**] Applications. Gather all required documents (in electronic format) *prior* to starting the online application. You will need to upload all required documents on page 5 of the application.
- The Application ID is system generated and contains letters, numbers, and special characters. Make use of the buttons at the top right of the application. **\*\*\*Strongly recommend using the “Email” button\*\*\***



**Print** = Application ID will print

**Email** = Application ID will be sent to an email address you provide.

Will also provide a link to resume/complete/modify an un-submitted application.

**Print Application** = Application will print

- Where applicable, please make sure to hit the “Add” button after entering information. Otherwise, the information *will not save*.
- Ownership Information: please make sure to add all owners. Percentage of ownership should = 100%.
- At least one NAICS code is required. Please use 6 digit codes: <http://www.census.gov/eos/www/naics/>
- Indicate license holder information, if applicable. This applies to holders of contractor’s licenses and professional, State of California issued, licenses such as Architects and Engineers.
- Please note, you will be required to print, sign and scan the Certification Statement/Signature Affidavit on page 4 of the online application. You will then upload the Affidavit as the last item on page 5 labeled “Signature Affidavit.”
- **LASTLY**, the application is not complete until you reach page 6/6 and the screen reads, **“Thank you for submitting your application!”** (you will not receive a confirmation email)